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WAR FOOD ADMINISTRATION
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Washington 25, D. C.

May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-3

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Food Industry Advisory Committees

Director's Memorandum No. 43 provides for the establishment of Food Industry Advisory Committees. In accordance with the above memorandum the procedure outlined below will be followed by employees of this Branch concerned with the formation of any such committees.

A. Appointment of a Government Chairman

A memorandum shall be addressed to the Chief of the Industry Operations Branch, for the signature of the Branch Chief and for the approval of the Deputy Director for Commodity and Industry Regulation, setting forth the following information:

1. Name of proposed committee.
2. Name and title of the individual recommended for Chairman.
3. A brief statement of reasons for desiring to form the committee.

B. Appointment of Committee

Upon receipt of official notice of his appointment from the Director, the Government Chairman will recommend appointment of the Committee. This recommendation shall be in memorandum form, addressed to the Chief, Industry Operations Branch and for the approval of the Chief, Special Commodities Branch. The following information will be given:

1. Name of committee.
2. Full name, title, company, and address (including street address in cities) of the recommended members.
3. Size of each company.
4. Trade association affiliation of each company.
5. Segment or sub-division of the industry represented by each prospective member.
6. Any other pertinent information necessary to decide whether the committee is representative.
7. Tables substantially as follows:

(The Chief of the Industry Operations Branch will act as advisor to the Government Chairman in preparing these data)

Number in the Industry	:	Percentage of total \neq volume transacted by	:	Number on Committee	:	Percentage of total number on the committee
	:		:		:	
Large Companies*	:	-- -- -(a) -- --	:	-- -- --	:	-- -- -(b) -- --
Medium Companies*	:		:		:	
Small Companies*	:	-- -- -(x) -- --	:	-- -- --	:	-- -- -(y) -- --
	:		:		:	

(b) should not be larger than (a) and (x) should not be larger than (y).

* State how size is determined and give source of information.

\neq Any other convenient "yardstick", such as labor employment, capitalization, etc., may be used.

Percentage of total volume \neq transacted by	:	Geographical distribution by volume \neq percentage	:	Information on Segments, etc.
	:	East South Midwest West	:	
Trade Assn. Members	:		:	
	:		:	
In Industry * (x)	:	a a a a	:	a
On Committee * (y)	:	b b b b	:	b
	:		:	

(y) should not be larger than (x). a and b should be approximately the same.

* Give source of information.

\neq Any other convenient "yardstick" may be used.

8. Proposed date and expected duration of the first meeting.
9. Other information which the Government Chairman desires to submit, such as Government representatives desired at first meeting, tentative program, etc.

C. Calling Meetings of Established Committees

When the Government Chairman desires to call a meeting of an established committee he will:

1. Address a memorandum to the Chief of the Industry Operations Branch, giving the following:
 - (a) Name of Committee
 - (b) Proposed date and duration of meeting.
 - (c) Tentative program for the meeting.
 - (d) List of Government representatives to be invited with a brief statement of reasons for desiring them.

D. Collaboration with the Industry Operations Branch

It is one of the functions of the Operational Planning and Services Division to work with the Industry Operations Branch in establishing these committees. Therefore, all correspondence written in accordance with the above instructions will be forwarded through the Office of the Chief of the Operational Planning and Services Division for initialling before dispatch.

E. Information to be supplied at the Committee Meetings

Each industry representative who attends an Industry Advisory Committee meeting should have before him a compilation of all information pertinent to the intended discussions. In order to provide this information, the Government Chairman will prepare for each meeting folders tabbed with the name of each member or his substitute, his title, and the name of the concern which he represents. These folders will be prepared, and a sample submitted to the office of the Branch Chief at least three days prior to the date of the meeting.

These folders shall contain the following in the order named, and each document is to be numbered in the upper right-hand corner. For example, Items 1, 2, 3, etc. In case there is more than one exhibit for each item, they shall be numbered Item 1a, 1b, etc.

Left Side of Folder

1. Table of Contents
2. Attendance list showing seating arrangement.
3. Program
4. Pertinent War Food Orders
5. Any WPB Orders affecting a phase of the Industry to be discussed.
6. Any other regulations issued by other Government agencies which affect a phase of the Industry to be discussed. (OPA, CMP, Manpower, etc.)
7. Tables containing any statistics or other information of a technical nature. (These tables should be numbered consecutively for convenient reference.)
8. Any other miscellaneous information which may be referred to in the meeting.

Right Side of Folder

Attach several sheets of plain paper for the use of the member in making notes of the discussion.

SECRET

1. The following information was obtained from the files of the Department of Agriculture, Bureau of Plant Industry, Washington, D. C., on August 25, 1944:

2. The following information was obtained from the files of the Department of Agriculture, Bureau of Plant Industry, Washington, D. C., on August 25, 1944:

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